

LOUISIANA DEPARTMENT OF EDUCATION



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# Annual Financial Report (AFR)/LAUGH

## August 2022

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# Outline

- Louisiana Accounting & Uniform Governmental Handbook (LAUGH) Defined
- Annual Financial Report (AFR) Defined
- AFR Uses
- AFR Financial Data
- AFR Submission Process
- AFR Submission Required Data
- AFR Submission - FY 2021-2022 Data Collection
- Post Submission of AFR
- AFR Ratings



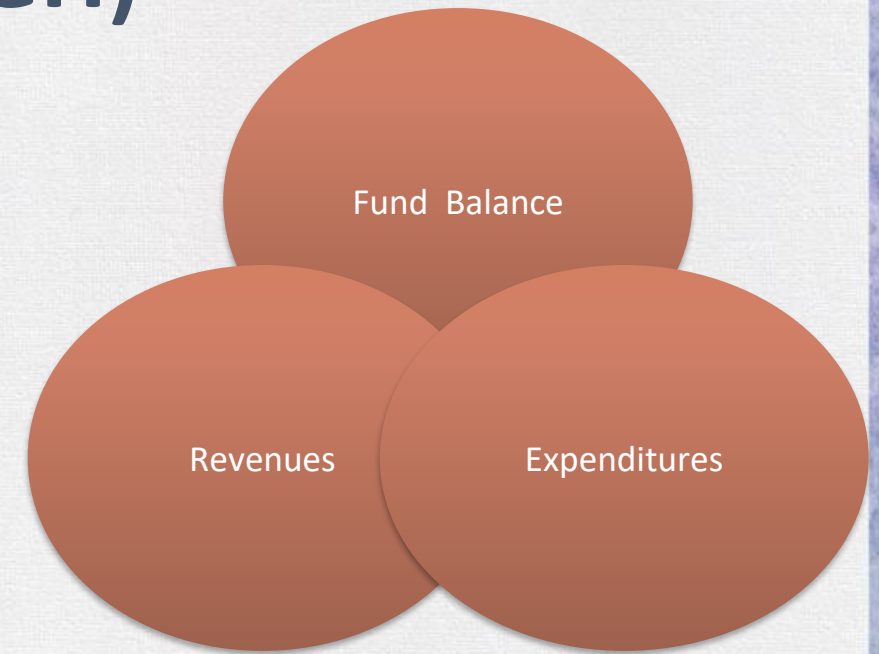
# ➤ Louisiana Accounting & Uniform Governmental Handbook (LAUGH) - Bulletin 1929 Defined





# Louisiana Accounting & Uniform Governmental Handbook (LAUGH)

- Serves as the official Chart of Accounts for financial reporting
- Conforms to Generally Accepted Accounting Principles (GAAP)
- Conforms to USDE financial handbook
- Provides for full disclosure of financial information



LAUGH Guide [https://www.louisianabelieves.com/docs/default-source/school-choice/guide---laugh-guide.pdf?sfvrsn=ae3e96bd\\_4](https://www.louisianabelieves.com/docs/default-source/school-choice/guide---laugh-guide.pdf?sfvrsn=ae3e96bd_4)



# LAUGH Components

LAUGH includes detailed descriptions and guidance for:

- Measurement focus and basis of accounting
  - Fund Accounting (Modified Accrual) vs. Government-Wide (Full Accrual)
- Account classification structure
  - Fund, Source, Object, Function, and Balance Sheet Accounts
- Fund classifications
  - Governmental, Proprietary, Fiduciary
- Revenue Account Codes
  - Local, State, or Federal revenue source





# Revenue Account Classification Structure

## *Revenues:*

- Fund - A fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources. (Ex. Governmental, Proprietary & Fiduciary Funds)
- Source - Permits segregation of revenues. (Ex. Local, State & Federal Revenues)



# Fund Classifications Defined

## **GOVERNMENTAL FUNDS**

Governmental Funds are funds through which most functions are typically financed. Governmental funds are accounting segregations of financial resources. Their measurement focus is on the determination of short-term financial position and on the changes in short-term financial position (sources, uses, and balances of financial resources), rather than on net income determination. To achieve this current financial resource focus, the modified accrual basis of accounting is used. This measurement focus is unique in that generally only current expendable financial resources are accounted for in the governmental fund category. Capital assets, non-current assets, deferred charges and long-term debt are not accounted for within these funds. Within the governmental funds category are the five fund types described below.

## **PROPRIETARY FUNDS**

A Proprietary Fund is used to account for activities that are similar to activities that may be performed by a commercial enterprise. The measurement focus is on the determination of net income, financial position, and changes in financial position and therefore the basis of accounting is full accrual. This measurement focus and basis of accounting, similar to that found in the private sector, is based on the flow of economic resources; it requires the reporting of all assets and liabilities associated with a particular activity, including capital assets and long-term assets and liabilities. Within the proprietary fund category are two fund types.

## **FIDUCIARY FUNDS**

Fiduciary Funds are used to account for assets when a governmental unit is functioning either as a trustee or as an agent for another party; they are commonly referred to as trust and agency funds.



# Revenue Sources Examples

## 1000 REVENUE FROM LOCAL SOURCES

**1100 TAXES LEVIED/ASSESSED BY THE SCHOOL DISTRICT** – Compulsory charges levied by the school system to finance services performed for the common benefit.

**1110\* Ad Valorem Taxes** – Gross – Amounts levied by a school district on the taxable assessed value of real and personal property within the school district that, within legal limits, is the final authority in determining the amount to be raised for school purposes. By “gross,” it is meant that the taxes are recorded at the amount actually collected by the tax collector before deduction for the assessor’s compensation and/or deduction for amounts remitted to the various retirement systems in the state. Delinquent taxes are recorded in this account in the fiscal year received, whereas penalties and interest on ad valorem taxes should be included in account 1116. The deduction for assessor’s compensation should be recorded as a debit to object 311, assessor fees, and the deduction for amounts remitted to the various retirement systems in the state should be recorded as a debit to object 313, pension fund, under function 2315.

## 3000\* REVENUE FROM STATE SOURCES

**3100 UNRESTRICTED GRANTS-IN-AID** – Revenue recorded as grants by the LEA from State funds, which can be used for any legal purpose desired by the LEA without restriction. Separate accounts may be maintained for general grants-in-aid that are not related to specific revenue sources of the state and for those assigned to specific sources of revenue, as appropriate.

**3110 State Public School Fund** – Monies distributed to Louisiana public school systems under the Minimum Foundation Program (MFP). This revenue is a General Fund revenue.

**3115 State Public School Fund – Food Services** – Monies transferred from the Minimum Foundation Program (MFP) for food service operations. The Federal Government requires a match of state funds for the school lunch program. This revenue is an Other Special Funds revenue.



# Revenue Sources Examples

## **4000 REVENUE FROM FEDERAL SOURCES**

**4100\* UNRESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT** – Revenues direct from the Federal Government as grants to the LEA; this revenue can be used for any legal purpose desired by the LEA, without restriction.

**4110 Impact Aid Fund** – Amounts paid directly by the Federal Government to the LEA to supplement the education of children from

families stationed at military bases who attend the LEA's public schools under P. L. 81-874. This revenue is normally a General Fund Revenue.

**4190 Other Unrestricted Grants – Direct** – Other revenues direct from the Federal Government other than those programs described above.

**4200\* UNRESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE STATE** – Revenues from the Federal Government through the State as grants that can be used for any legal purpose desired by the LEA, without restriction.

**4210 Flood Control** – Amounts received from the Federal Government and distributed by the State to the LEA for flood control.

**4290 Other Unrestricted Grants Through State** – Other revenues received from the Federal Government through the State other than those classified above.

**4300\* RESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT** – Revenue direct from the Federal Government as grants to the LEA; the revenue may be used for a categorical or specific purpose. If such money is not completely used by the LEA, it usually is returned to the governmental unit.

**4310 Federally Affected Areas** – Capital Outlay (P. L. 81-815) – Amounts paid directly by the Federal Government to the LEA for purchase of capital assets under provisions of P. L. 81-815. This revenue is normally a Special Revenue Fund revenue, since an accounting must be made to demonstrate appropriate use of the proceeds received.



# Expenditure Account Classification Structure

## *Expenditures:*

- Fund - A fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources. (Ex. Governmental Funds - General Fund, Special Revenue Funds, Capital Projects Funds & Debt Service Funds)
- Object - The service or commodity bought. (Ex. 100 - Salaries, 200 - Employee Benefits, 300 - Purchased Professional and Technical Services, 400 - Purchases Property Services, 500 - Other Purchased Services, 600 - Supplies & 700 - Property)
- Function - The activity for which a service or material object is acquired. (Ex. 1000 - Instruction, 2000 - Support Services, 3000 - Non Instructional Services, 4000 - Facilities Acquisition & Construction Services & 5000 - Debt Services & Other Uses of Funds)



# Types of Funds

Fund - A fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources. (Ex. Governmental Funds - General Fund, Special Revenue Funds, Capital Projects Funds & Debt Service Funds)

## GOVERNMENTAL FUNDS

Governmental Funds are funds through which most functions are typically financed. Governmental funds are accounting segregations of financial resources. Their measurement focus is on the determination of short-term financial position and on the changes in short-term financial position (sources, uses, and balances of financial resources), rather than on net income determination. To achieve this current financial resource focus, the modified accrual basis of accounting is used. This measurement focus is unique in that generally only current expendable financial resources are accounted for in the governmental fund category. Capital assets, non-current assets, deferred charges and long-term debt are not accounted for within these funds. Within the governmental funds category are the five fund types described below.

1. **The General Fund** – This fund is the chief operating fund of the school district. It is used to account for all financial resources of the school district, except for those required to be accounted for in another fund. A district may have only one general fund.
2. **Special Revenue Funds** – These funds are used to account for specific revenue sources that legally may be expended only for specific purposes. Special revenue funds are not used for amounts held in trust or for resources that will be used for major capital projects. Some examples of special revenue funds are:
3. **Capital Projects Funds** – This fund is used to account for major capital acquisitions or construction. These funds are not used for construction financed by proprietary or trust funds. A separate Capital Projects Fund is usually established when the project exceeds a single fiscal year, when the financing sources are provided by more than one fund, or when the capital asset is financed by specifically designated resources.
4. **Debt Service Funds** – This fund is used to account for the accumulation of resources to pay the principal and interest on general long-term debt. A Debt Service Fund may be used for each obligation; however, it should be established only if legally required or if resources are being accumulated to meet future payments. When obligations are paid, on a current basis, by the General Fund or by a Special Fund, there is no need to create a Debt Service Fund unless legally required to do so.
5. **Permanent Funds** – This fund is used to account for resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the school district's programs.



# Object Codes

Object - The service or commodity bought. (Ex. 100 - Salaries, 200 - Employee Benefits, 300 - Purchased Professional and Technical Services, 400 - Purchases Property Services, 500 - Other Purchased Services, 600 - Supplies & 700 - Property)

- **Object Code 100** – Employee compensation or salaries

An employee is an individual employed by the LEA and the LEA will prepare an IRS Form W-2 for this individual.

- **Object Code 200** – Employee benefits

These benefits are related directly to the amounts budgeted/reported in object code 100. Reimbursements to an employee for **tuition** or payments made to a university on behalf of LEA staff related to tuition, textbooks, testing fees, and certification fees should be coded to object 240. Payments to speakers for in-service employee training programs or workshops should not be coded to object 200, but should be coded to object 320.

- **Object Code 300** – Professional and technical services

These services may or may not be in the form of a contract and can only be performed by persons or firms with specialized skills and knowledge. **Speakers** for in-service training and workshops for LEA staff that are provided by an organization or university should be coded to object 320. **Software support services** (software maintenance and support) should be coded to object 340.



# Function Codes

- Function - The activity for which a service or material object is acquired. (Ex. 1000 - Instruction, 2000 - Support Services, 3000 - Non Instructional Services, 4000 - Facilities Acquisition & Construction Services & 5000 - Debt Services & Other Uses of Funds)

**1100 REGULAR PROGRAMS** – Elementary and Secondary – Activities that provide students in grades K–12 with learning experiences to prepare them for activities as citizens, family members, and non-career and technical workers. .

**1105 Kindergarten** – The activities associated with children for the year immediately preceding the first grade. (Pre-kindergarten programs should be included in function 1530.)

**1110 Elementary** – The activities associated with children from first grade through and including the eighth grade.

**1130 Secondary** – The activities associated with children from the ninth grade through and including the twelfth grade.

**1210 Special Education** – Specifically designed instruction provided at no cost to the parents that meets the unique needs of a student with a disability. Special education includes instruction in the classroom, in the home, in hospitals, institutions and other settings, physical education, travel training and career and technical education.

**1211 Special Education: Classroom Teacher** – Provides instruction to students with disabilities in a core academic subject or non-core subjects.

**1212 Special Education: Inclusion Classroom Teacher** – Provides direct assistance to students with disabilities (e.g., interventions, reinforcement of content provided in the general education and/or segregated settings) , but the students with disabilities receive their instruction on core academic subjects from a NCLB highly qualified general education teacher.



# Coding Transactions

- Pay special attention to coding transactions so that data submitted is the most accurate possible.
- Extremely important to code transactions as close to the existing categories in LAUGH as possible.



## ➤ Annual Financial Report (AFR) Defined





# What is the AFR?

- The AFR provides a summary of all financial activities for the School Systems during the fiscal year being reported (i.e., preceding July 1- June 30), together with the status of selected funds and/or account groupings as of the end of that fiscal year (June 30).
- The purpose of the AFR is to collect fiscal data from the School Systems to support state funding allocations and respond to various state and federal financial data reporting requirements at the state level and at the school system level.



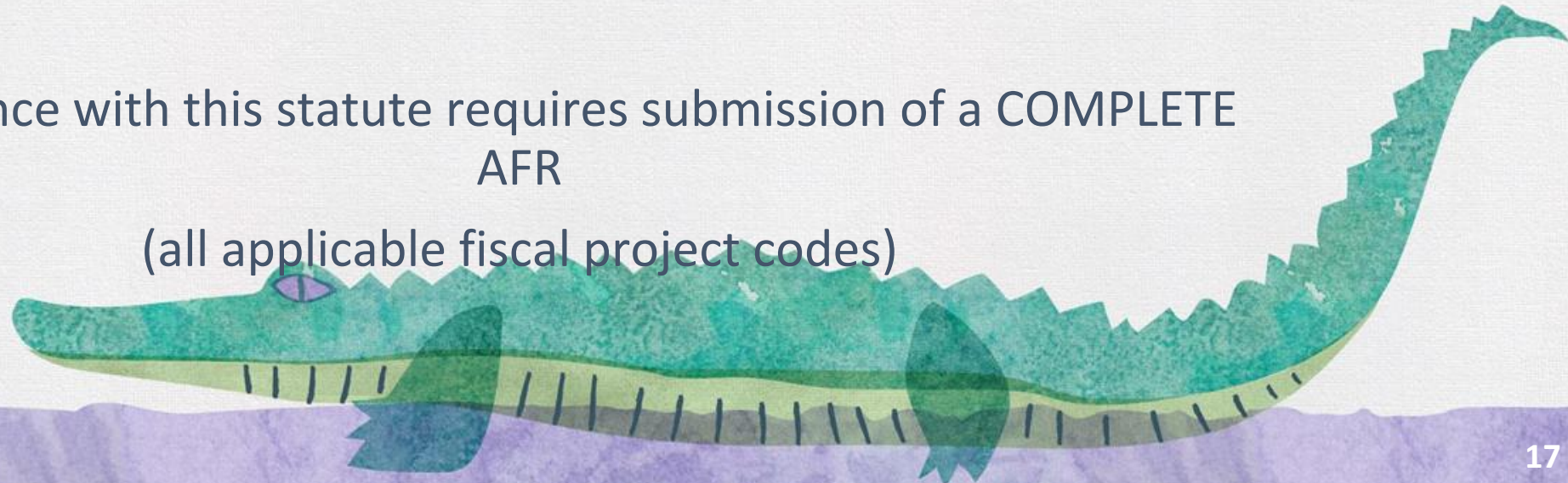
# What requires the AFR to be submitted?

## Louisiana Revised Statute 17:92

Requires School Systems Annual Financial Reports be submitted to the LDOE by September 30<sup>th</sup> of each year

Compliance with this statute requires submission of a COMPLETE AFR

(all applicable fiscal project codes)





## ➤ Annual Financial Report (AFR) Uses

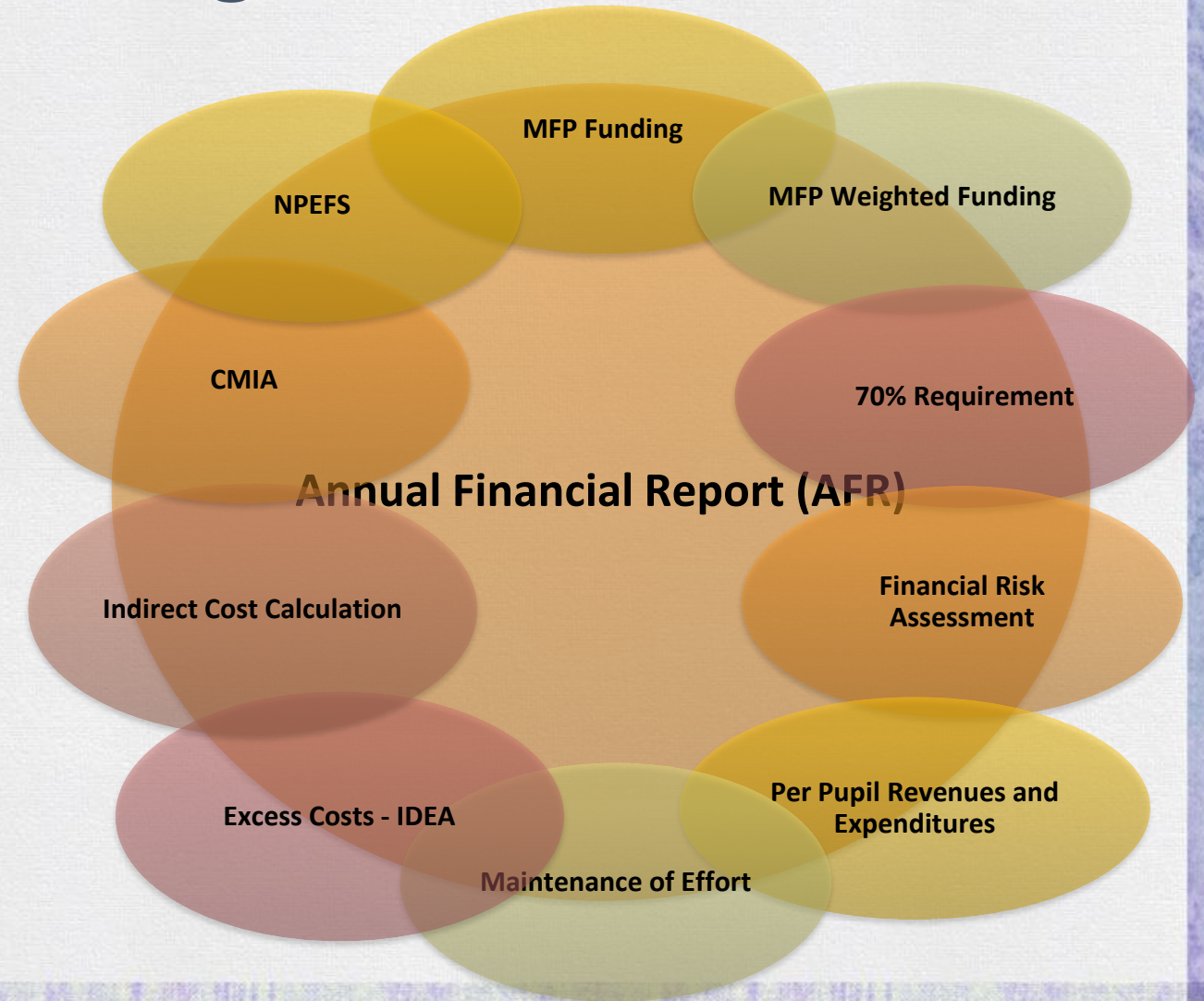




# Purpose of Reporting Financial Data

Revenues and expenditures reported on the AFR are used to either:

- 1) Determine state and federal allocations
- 2) Comply with various state and/or federal reporting requirements,
- 3) Provide data analysis to make financial and/or other business decisions





# Uses of AFR Data

Revenues and expenditures reported on the AFR are used to either:

- determine funding to the school systems and to the State of Louisiana,
- determine compliance with various state and/or federal reporting requirements,
- provide data to make financial and/or other business decisions

It is important to understand all the ways in which this data is utilized in order to ensure data reporting is the most accurate for every instance.



# Uses of AFR Data

## Allocations:

- Minimum Foundation Program (MFP)
- Indirect Costs Calculation
- Title I

## Compliance:

- MFP Weighted Funding Expenditure Requirement
- Seventy Percent (70%) Instructional Requirement
- Financial Risk Assessment (FRA)
- Maintenance of Effort - ESSA and IDEA
- Excess Costs - IDEA
- Cash Management Investment Act (CMIA)

## Data:

- Various Data Reports
- National Center for Education Statistics (NCES)



# Minimum Foundation Program (MFP)

- The MFP formula is adopted by the State Board of Elementary and Secondary Education (SBESE) and approved by the Legislature.
- MFP determines the cost of a minimum foundation program of education in all public elementary and secondary schools and helps to allocate the funds equitably to parish, city and other local school systems
- MFP funds are not earmarked for specific purposes but are intended, in combination with other funds available to the local school systems, to provide the fiscal requirements of operating a school system.



# Minimum Foundation Program (MFP)



Revenues reported in the AFR have a direct effect on the MFP allocation to **ALL** LEAs



# Indirect Cost Calculation

## Indirect Cost Rate

- The restricted and unrestricted indirect cost rates for each LEA is based on the expenditures reported in its AFR
- The indirect cost rate is applied against allowable federal expenditures to determine the maximum indirect costs for each LEA
- Indirect Cost Rate Formula = 
$$\frac{\text{Indirect Costs}}{\text{Unallowed Costs} + \text{Direct Costs}}$$





# Indirect Cost Rate

The indirect cost calculation includes expenditures from the AFR that are identified as Direct, Indirect, Excluded or Unallowed for the following expenditure functions:

## 1000 Series

- Instruction

## 2000 Series

- Support Services

## 3000 Series

- Non-Instructional Services

## 4000 Series

- Facility Acquisition & Construction Services

## 5000 Series

- Other Uses of Funds



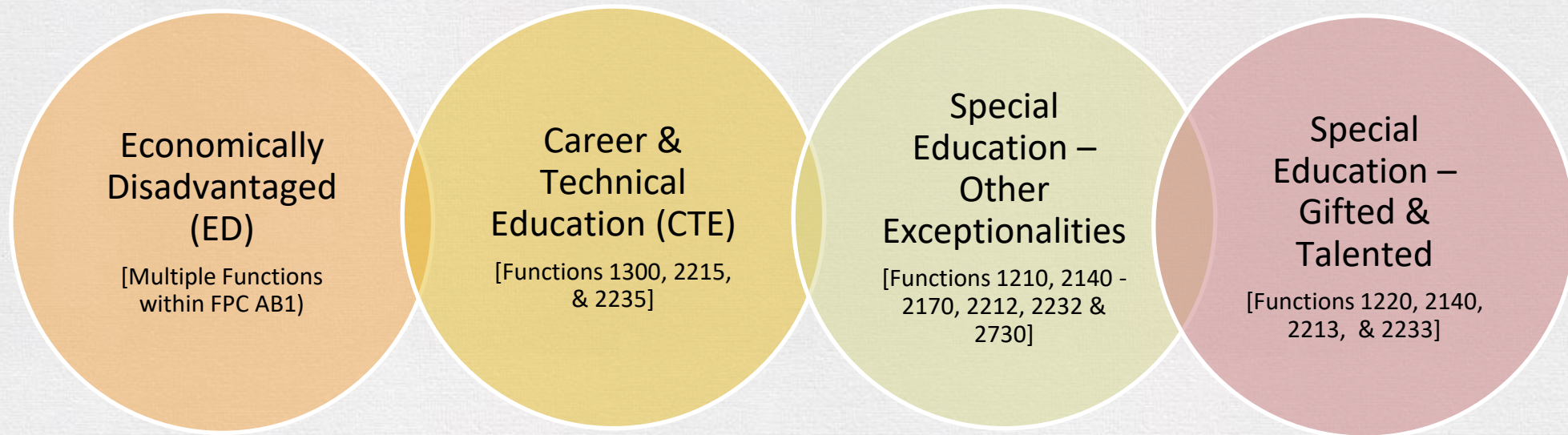
# Title I

- The AFR populates the National Public Education Financial Survey (NPEFS).
- This information is used in the allocation of Title I funds from the USDOE.





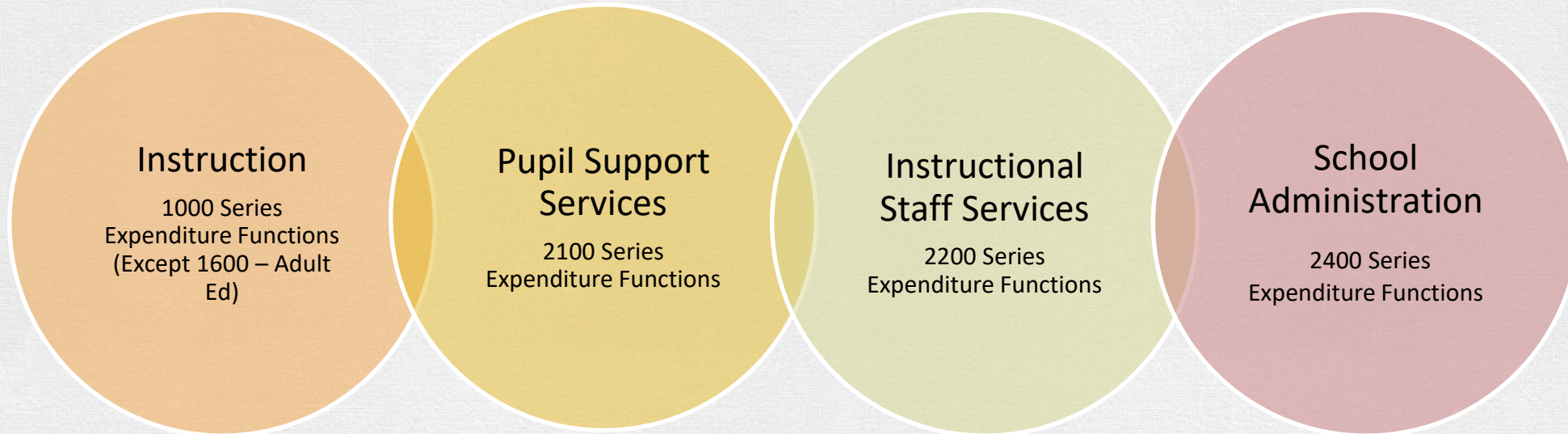
# MFP Weighted Funding



The weighted funding measurement is intended to determine compliance with spending targets set for each category through the weighted allocations included in the MFP budget letter.



# Seventy Percent (70%) Instruction Requirement

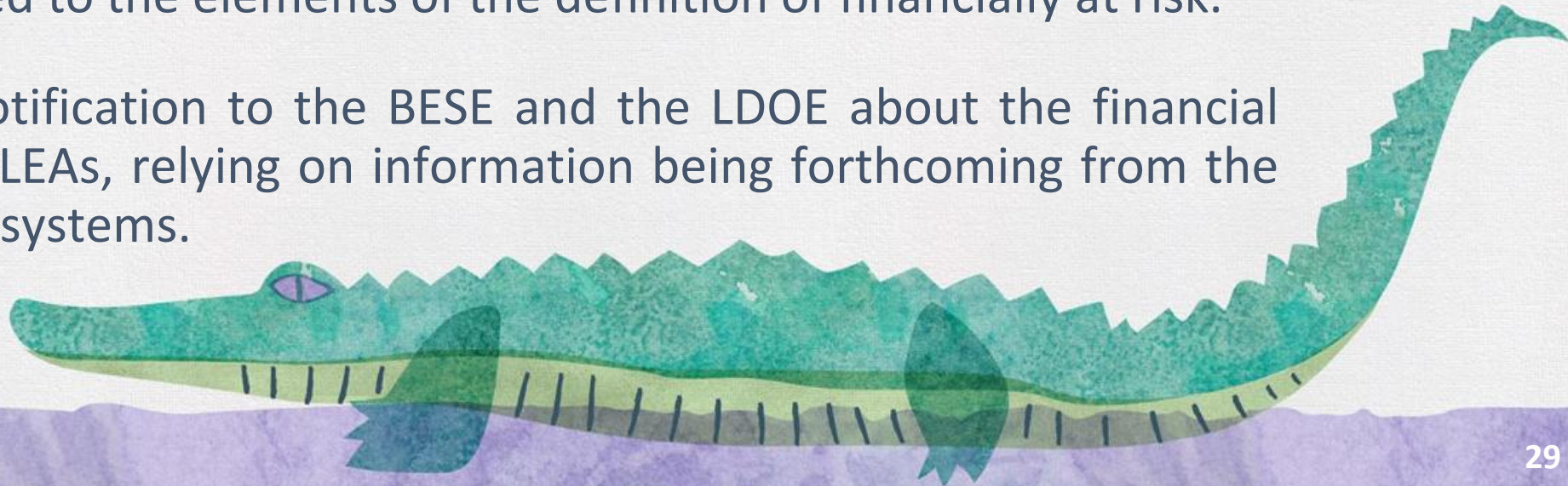


At least 70% of General Fund dollars spent must be for instruction at the school building level



# Financial Risk Assessment (FRA)

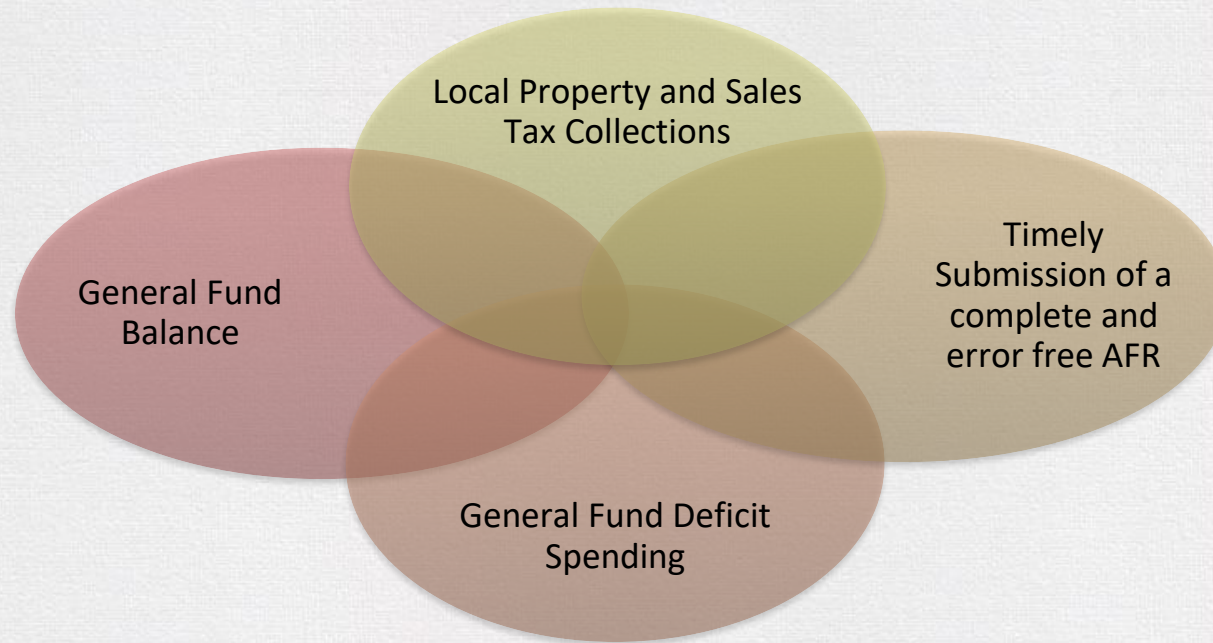
- Required by Act 7 of the 2005 Regular Louisiana Legislative Session to define “financially at risk” as a status of any city, parish or other local school board
- By law, each city, parish or other local public school board shall be notified on a regular basis by the state Department of Education of its status related to the elements of the definition of financially at risk.
- Provides notification to the BESE and the LDOE about the financial standing of LEAs, relying on information being forthcoming from the local school systems.





# The Financial Risk Assessment (FRA)

There are four specific areas of reported data within the AFR that are included in the FRA





# Financial Risk Assessment (FRA)

Timely  
Submission of a  
complete and  
clean AFR

This factor is based on when the LEA's complete and clean AFR is submitted to the LDOE

The ratings are applied as follows:

**Excellent** – complete & clean AFR submitted to the LDOE on or before October 31

**Good** – complete & clean AFR is submitted to the LDOE between November 1 - November 30

**Needs Improvement** – complete & clean AFR is submitted to the LDOE between December 1 - December 30

**Unacceptable** - complete & clean AFR is submitted to the LDOE after December 31



# Maintenance of Effort (MOE)

- MOE is calculated for both IDEA Part B and ESSA using the expenditures recorded in each LEA's AFR
- MOE can be met in aggregate of total expenditures or on a per pupil basis using student count data from SIS and/or SER
- Failure to meet MOE will result in a reduction in grant allocations for ESSA and repayment of funds from local sources for IDEA Part B





# MOE - ESSA

- Requires that the most current year of state and local expenditures be equal to or greater than 90% of those same expenditures for the prior year (In aggregate or per pupil)
- Expenditures excluded from the calculation are:
  - ❖ Debt Service Expenditures
  - ❖ Facilities and Construction Acquisition Expenditures
  - ❖ Community Service Expenditures
  - ❖ Federal Expenditures



# MOE - IDEA

- Requires that the most current year state and local or local only special education expenditures be equal to or greater than those same expenditures for a prior year (In aggregate or per pupil)
  - ❖ Verification – uses current year budget
  - ❖ Confirmation – uses most recent actual expenditures
- Approximately 240 individual key punch codes are included in this MOE calculation



# Excess Costs - IDEA

- Excess costs are the educational costs of any elementary or secondary school student with a disability that are in excess of the average per pupil expenditure in an LEA during the preceding fiscal school year
- The minimum average per pupil amount for children with disabilities in elementary schools must be computed separately from the minimum average per pupil amount for children with disabilities in secondary school



# Excess Costs - IDEA

- All expenditures are included in these calculations, so reporting errors will affect the excess costs for each LEA and can impact IDEA funding
- Proper coding between elementary and secondary salary expenditures is important to ensure each minimum average amount is accurately calculated





# Excess Costs (IDEA) – Minimum Average Amount Calculation

## From The Prior Year AFR:

Total Expenditures (local, state, and federal)

Minus: Capital Outlay expenditures

Minus: Debt Service expenditures

Minus: Federal IDEA Part B expenditures

Minus: Federal, State, and local Title I Part A expenditures

Minus: Federal, State, and local Title III Parts A and B expenditures

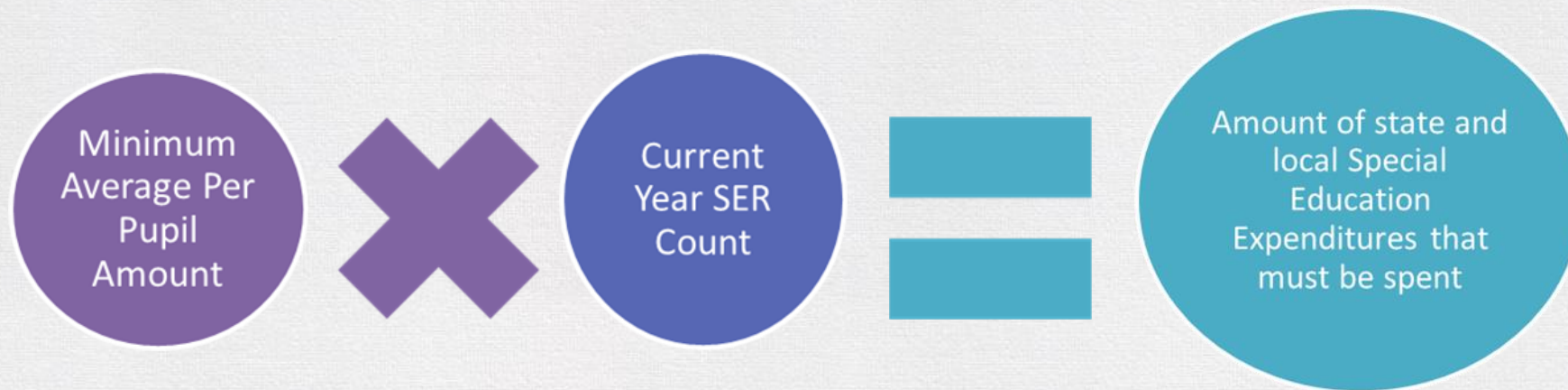
Calculated Expenditures

Divide the calculated expenditures by the total number of students per SIS



# Excess Costs (IDEA) – Minimum Average Amount Calculation cont'd

Excess Costs – Current Year Excess Cost Calculation



Compare the actual state and local Special Education Expenditures spent per the AFR to the calculated required Excess Costs to determine if there was an excess or deficiency



# Cash Management Investment Act (CMIA)

- CMIA requires that all grantees and sub grantees have, as part of their financial management systems, procedures for minimizing the time between requesting funds and disbursing the funds.
- LEAs should only request the amount they have expended and are expected to pay as soon as federal funds arrive.
- Other than the cash-neutral request for salary expenditures, reimbursements from federal programs should not be requested or recorded prior to recording the related expenditures.
- Federal revenues and expenditures must be recorded for the correct key punch code and the correct fund in the AFR.



# Cash Management Investment Act (CMIA)

**A positive fund balance indicates that you received more federal money than you spent**

- This could require refunding the funds to the federal awarding agency along with calculated interest on these excess funds
- Upon closing the AFR system, AFRs with a federal fund balance are forwarded to Appropriation Control for collection



# Cash Management Investment Act (CMIA)

A negative fund balance is an error because you cannot spend federal monies that you did not receive

- “Excess” expenditures should be re-coded to the General Fund
- Negative Federal fund balances can result in errors for MOE, Excess Costs, etc.



# Various Data Reports

The AFR is utilized to report fiscal data in a variety of different analyses including some reports published on the LDOE website and those reported to other entities including:

- School Finder Financial Data - LDOE website
- Act 310 School Level Expenditure Data - LDOE website
- Total/Per Pupil Revenue and Expenditure Data - LDOE website
- National Education Association (NEA) Survey
- US Census Bureau School System and School Level Data Surveys
- Southern Legislative Survey





# National Center for Education Statistics (NCES)

- Upon closure of the AFR System, the LDOE is required to report every line item on the AFR to the NCES
- The NCES publishes this AFR data for the State of Louisiana and its LEAs on a national level
- Various federal agencies, including the USDOE, utilize this data to make financial decisions about grant funding, to perform program evaluation, to perform comparisons among states, and to identify and target areas for improvement for the State of Louisiana





## ➤ Annual Financial Report (AFR) Data





# What data is collected in the AFR?

- The AFR collects financial data, revenues and expenditures, at a very detailed level to satisfy reporting requirements.
- Every transaction is tracked via the unique Key punch Codes (KPC).
- Individual transactions are identified and reported within the AFR system by funding source and type.
  - The funding source is designated by the fund designated by the columns on the form.
  - The type of transaction is identified by the Object and Function which are defined in the Louisiana Accounting and Uniform Governmental Handbook (LAUGH).



# Revenue Section

- Revenues are reported by type and by fund in three categories on the AFR including:
  - Local
  - State
  - Federal
- Specific types of revenues are listed in each category
- For some revenue types, the funds column(s) are blocked from reporting to indicate accurate reporting formats.



# What is the AFR reporting format for Revenues?

AA0 <= Use drop-down to enter 3-Char Fiscal Project Code from list in last tab. (Basic AFR = AA0)		ANNUAL FINANCIAL REPORT (AFR) FISCAL YEAR 2020-2021 TABLE 1					Version: 08-01-2018-0		
Enter Applicable LEA or Site Code and Name [Tab 1, Cell D5]		ROUND TO WHOLE DOLLARS. NO DECIMALS OR CENTS.							
ITEM (1)	Keypunch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal ESSA Funds (6)	Other Special Funds (7)	Debt Service Funds (8)	Capital Projects Funds (9)	Total (10)
<b>SECTION A. REVENUES</b>									
<b>I. REVENUES FROM LOCAL SOURCES</b>									
1 Taxation									
a. Ad Valorem Taxes - Gross									
(1) Constitutional Tax	0000300	1111	0	0	0	0	0	0	0
(2) Renewable Taxes	0000350	1112	0	0	0	0	0	0	0
(3) Debt Service Taxes	0000400	1113	0	0	0	0	0	0	0
(4) Up to 1% Collections by Sheriff on Taxes Other than School Taxes	0000450	1114	0	0	0	0	0	0	0
(5) Result of Court-Ordered Settlement	0000500	1115	0	0	0	0	0	0	0
(6) Penalties/Interest on Property Taxes	0000550	1116	0	0	0	0	0	0	0
(7) Taxes Collected Due to Tax Incremental Financing (TIF)	0000650	1117	0	0	0	0	0	0	0
b. Sales and Use Taxes									
(1) Sales and Use Taxes	0000750	1131	0	0	0	0	0	0	0
(2) Sales/Use Taxes - Court Settlement	0000800	1135	0	0	0	0	0	0	0
(3) Penalties/Interest on Sales/Use Taxes	0000850	1136	0	0	0	0	0	0	0
(4) Sales/Use Taxes Collected Due to Tax Incremental Financing (TIF)	0000900	1137	0	0	0	0	0	0	0
2 Revenue From Local Governmental									



# What is the AFR reporting format for Revenues?

ITEM (1)	Keypunch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal ESSA Funds (6)	Other Special Funds (7)	Debt Service Funds (8)	Capital Projects Funds (9)	Total (10)
<b>II. REVENUE FROM STATE SOURCES</b>									
10 State Unrestricted Grants-In-Aid									
a. State Public School Fund (MFP)-exc. Sch. Lunch	0004300	3110	0	0	0	0	0	0	0
b. State Public School Fund (MFP) - Sch. Lunch	0004450	3115	0	0	0	0	0	0	0
c. 16th Section Land Fund Interest	0004600	3120	0	0	0	0	0	0	0
d. Other Unrestricted Revenues	0004750	3190	0	0	0	0	0	0	0
11 State Restricted Grants-In-Aid									
a. Special Education (excluding MFP)	0005050	3210	0	0	0	0	0	0	0
b. Education Support Fund (8g)	0005200	3220	0	0	0	0	0	0	0
c. 16th Section Land Funds (Withdrawals)	0005350	3223	0	0	0	0	0	0	0
d. Adult Education	0005500	3225	0	0	0	0	0	0	0
e. PIP	0005650	3230	0	0	0	0	0	0	0
f. LA-4	0005800	3240	0	0	0	0	0	0	0
g. Non-Public Transportation	0005950	3250	0	0	0	0	0	0	0
h. Non-Public Textbook	0006100	3255	0	0	0	0	0	0	0
i. Other Restricted Revenues	0006250	3290	0	0	0	0	0	0	0
12 State Revenue in Lieu of Taxes									
a. Revenue Sharing									
(1) Constitutional Tax	0006700	3810	0	0	0	0	0	0	0
(2) Other Taxes	0006850	3815	0	0	0	0	0	0	0
(3) Excess Portion	0007000	3820	0	0	0	0	0	0	0
b. Other Revenue in Lieu of Taxes	0007150	3890	0	0	0	0	0	0	0
13 State Revenue For/On Behalf of LEA									
a. Employer's Contribution to Teachers Retirement (PIP)	0007600	3910	0	0	0	0	0	0	0
b. Other Revenue For/On Behalf of LEA	0007750	3990	0	0	0	0	0	0	0
<b>TOTAL II. REVENUE FROM STATE SOURCES</b>	<b>0008300</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>





# What is the AFR reporting format for Revenues?

III. REVENUE FROM FEDERAL SOURCES									
14 Federal Unrestricted Grants-In-Aid Direct From the Federal Government									
a.	Impact Aid Fund	0008600	4110	0	0	0	0	0	0
b.	Other Unrestricted Grants - Direct	0008700	4190	0	0	0	0	0	0
15 Federal Unrestricted Grants-In Aid From The Federal Government Through the State									
		0008900	4200	0	0	0	0	0	0
16 Federal Restricted Grants-In-Aid Direct From the Federal Government									
a.	Federally Affected Areas	0009200	4310	0	0	0	0	0	0
b.	JROTC	0009300	4330	0	0	0	0	0	0
c.	Headstart Program	0009400	4340	0	0	0	0	0	0
d.	Other Restricted Grants - Direct	0009500	4390	0	0	0	0	0	0
17 Federal Restricted Grants-In-Aid From The Federal Government Through the State									
a.	Carl Perkins - Secondary	0009800	4510	0	0	0	0	0	0
b.	School Food Service	0009900	4515	0	0	0	0	0	0
c.	Adult Basic Education	0010000	4520	0	0	0	0	0	0
d.	Special Education								
	(1) IDEA - Part B 611	0010200	4531	0	0	0	0	0	0
	(2) IDEA - Preschool 619	0010300	4532	0	0	0	0	0	0
	(3) Part C - Infant/Toddler	0010400	4534	0	0	0	0	0	0
	(4) Other Special Education Programs	0010500	4535	0	0	0	0	0	0
e.	Federal Every Student Succeeds Act (ESSA)								
	(1) ESSA/NCLB - Title I, Part A, Improving Basic	0010700	4541	0	0	0	0	0	0
	(2) ESSA/NCLB - Title I - Part C - Migrant	0010800	4542	0	0	0	0	0	0
	(3) ESSA/NCLB - Title IV - A - Student Support	0010900	4544	0	0	0	0	0	0
	(4) ESSA/NCLB - Title II - A - Supporting Effecti	0011000	4545	0	0	0	0	0	0
	(5) ESSA/NCLB - Title III - A - English Languag	0011100	4547	0	0	0	0	0	0
	(6) ESSA/NCLB - Title IV - B - 21st CCLC	0011200	4548	0	0	0	0	0	0
	(7) ESSA - Title V, Part B, Rural and Low-Inc	0011300	4549	0	0	0	0	0	0
	(8) ESSA/NCLB - Title I - Part A - School Improv	0011400	4550	0	0	0	0	0	0



# Sample State & Federal Source Coding Guidance

State Grants	CFDA Number	Awarding Agency	Type of Award	Key Punch Code	Revenue Account Code
2015 Advanced Placement Summer Institute Fee Reimbursement - 8(g)	N/A	State of Louisiana	State/Other	5200	3220
Believe and Prepare 8(g)	N/A	State of Louisiana	State/Competitive	5200	3220
Believe and Prepare Rural Communities	N/A	State of Louisiana	State/Competitive	5200	3220
District Leadership Development - 8(g)	N/A	State of Louisiana	State/Other	5200	3220

Federal Grants	CFDA Number	Awarding Agency	Type of Award	Key Punch Code	Revenue Account Code
Carl D. Perkins - Secondary/Career and Technical Education	84.048A	U.S. Department of Education	Formula	9800	4510
IDEA Part B 611	84.027A	U.S. Department of Education	Federal/Formula	10200	4531
IDEA Preschool 619	84.173A	U.S. Department of Education	Federal/Formula	10300	4532
High Cost Services - IDEA - Round 1 and 2	84.027A	U.S. Department of Education	Federal/Competitive	10500	4535
State Systematic Improvement Grants - IDEA	84.027A	U.S. Department of Education	Federal/Other	10500	4535
Title I - Part A Improving Basics	84.010A	U.S. Department of Education	Federal/Formula	10700	4541
Migrant Education	84.011A	U.S. Department of Education	Federal/Other	10800	4542



# Revenue Coding Sample

## State Revenue Coding Sample:

- How should I code MFP revenue received?
- MFP Funds should be coded to KPC 4300 ; Revenue account code 3110; Column 4 (General Funds)

<b>II.</b>	<b>REVENUE FROM STATE SOURCES</b>									
	10 State Unrestricted Grants-In-Aid									
	a. State Public School Fund (MFP)-exc. Sch. Lund	0004300	3110	0	0	0	0	0	0	0

## Federal Revenue Coding Sample:

- How should I code Title I, Part A revenue received?
- Title I, Part A funds should be coded to KPC 10700; Revenue account code 4541; Column 6 (Federal ESSA Funds)

[illegible]



# Expenditure Categories

- Expenditure categories are detailed by Function
- Specific expenditure categories are provided to ensure the most detailed reporting in compliance with reporting requirements



# What is the AFR reporting format for Expenditures?

**AA0** <= Use drop-down to enter 3-Char Fiscal Project Code from list in last tab. (Basic AFR = AA0)

ANNUAL FINANCIAL REPORT (AFR)

FISCAL YEAR 2020-2021

Version: 08-01-2018-0

TABLE 1

Enter Applicable LEA or Site Code and Name [Tab 1, Cell D5]

ROUND TO WHOLE DOLLARS. NO DECIMALS OR CENTS.

ITEM (1)	Keypunch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal ESSA Funds (6)	Other Special Funds (7)	Debt Service Funds (8)	Capital Projects Funds (9)	Total (10)
<b>SECTION B. EXPENDITURES</b>									
<b>I. INSTRUCTION</b>									
<b>A. Regular Programs - Elementary/Secondary</b>									
1 Salaries									
a. Kindergarten Teachers	0015420	112 1105	0	0	0	0	0	0	0
b. Elementary Teachers (grades 1 thru 8)	0015430	112 1110	0	0	0	0	0	0	0
c. Secondary Teachers (grades 9 thru 12)	0015440	112 1130	0	0	0	0	0	0	0
d. Aides	0015450	115 1100	0	0	0	0	0	0	0
e. Substitute Teachers and Aides	0015460	123 1100	0	0	0	0	0	0	0
f. Other Substitute/Temporary Employees	0015470	120 1100	0	0	0	0	0	0	0
g. Other Instructional Salaries	0015480	100 1100	0	0	0	0	0	0	0
h. Sabbatical Leave	0015490	140 1100	0	0	0	0	0	0	0
2 Purchased Professional and Technical Services	0015500	300 1100	0	0	0	0	0	0	0
3 Purchased Property Services									
a. Repairs and Maintenance Services	0015515	430 1100	0	0	0	0	0	0	0
b. Rental of Equipment	0015525	442 1100	0	0	0	0	0	0	0
c. Other Purchased Property Services	0015535	400 1100	0	0	0	0	0	0	0



# Expenditure Coding Sample

How should regular programs kindergarten teachers be coded?

- Regular programs kindergarten teachers should be coded to Key punch code 15420; Object code 112; function 1105.

How should I code a regular program employee that is not a teacher?

- Teacher aides should be coded to Key punch code 15450; object code 115; function 1100.
- Substitute teachers and substitute teacher aides should be coded to key punch code 15460; object 123; function 1100.
- Other instructional salaries should be coded to key punch code 15480; object 100; function 1100.



## ➤ AFR Submission Process





# How is AFR data submitted?

- All Fiscal Project Codes (FPCs) (primary and secondary) must be separately uploaded or entered to the Web-AFR system via the *Louisiana Educational Accountability Data Systems (LEADS) Portal* (<https://leads5.doe.louisiana.gov/ptl/>).
- *Do not mail/e-mail copies of AFR spreadsheets or text files to LDOE unless they are specifically requested.*
- AFR user IDs and Total Automated Security (TAS) permissions must be assigned or updated by the school system security administrator in order to access the LEADS Portal.



# AFR Submission Methods

- School Systems may submit their AFR via two methods:
  - Online - Update: This method is used by school systems who choose to enter their data directly into the LEADS Portal
  - Batch Upload - This method is the most commonly used. This will require school systems to upload a formatted text file.





# AFR Instructions and Forms

- AFR Instructions & Forms:  
<https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm>





## ➤ AFR Submission - Required Data





# Required AFR Data

- Data in the AFR are collected in Fiscal Project Codes (FPCs)
- Each Project Code represents a specific set of data
- One Project Code named AAO represents all basic expenditures and must be submitted by all school systems
- Other Project Codes are applicable to only some school systems





# What Should Be Submitted?

## Primary Fiscal Project Code (FPC)

Applicable to all School Systems

### AA0 – Basic AFR

- Includes all financial transactions for the LEA during the fiscal year being reported (i.e., preceding July 1- June 30), together with the status of selected funds and/or account groupings as of the end of that fiscal year (June 30).
- All educational revenues and expenditures regardless of source (MFP, state general fund, federal, local, self-generated hurricane and flood, etc.) must be included in the AFR.

### AB1 - Economically Disadvantaged

- Includes financial transactions for students that are identified as Economically Disadvantaged (Revenues should be reported in KPC 4300; Column 4)

<div>AB1</div> <div>=</div> <div>Use drop-down to enter 3-Char Fiscal Project Code from list in last tab. (Basic AFR = AA0)</div>		ANNUAL FINANCIAL REPORT (AFR) FISCAL YEAR 2020-2021 TABLE 1										Version: 08-01-2018-0	
<div>Fiscal Project Code</div> <div>Select the Fiscal Project Code applicable for the AFR data entered.</div>		Applicable LEA or Site Code and Name [Tab 1, Cell D5]					ROUND TO WHOLE DOLLARS. NO DECIMALS OR CENTS.						
			Keypunch Code (2)	Account Code (3)	General Fund (4)	Special Fund Federal (5)	Federal ESSA Funds (6)	Other Special Funds (7)	Debt Service Funds (8)	Capital Projects Funds (9)	Total (10)		
(1)													
a.		State Public School Fund (MFP)-exc. Sch. Fund	0004300	3110	0	0	0	0	0	0	0		



# What Should Be Submitted?

## Secondary FPC's

May not be applicable to all School Systems

**CV1 – CARES GEERF**

**CV2 - CARES ESSER I**

**CV3 - CRRSA ESSER II**

**CV4 - ARP ESSER III**

**SA1 - Student Activity Funds**

**DF1 - Flood Preparation & Recovery**

**DH1 - Hurricane Flood Recovery**

- All entries in the secondary FPCs must be included in the primary FPC (AAO).
- The column and key punch code (kpc) where amounts are entered in the secondary FPCs should be reported in the same column and kpc in the primary FPC (AAO).



# Governor's Emergency Education Relief Fund (GEERF) - 84.425C

## What is GEERF?

- Under the GEER Fund, established in the Coronavirus Aid, Relief & Economic Security Act (CARES Act), the USDOE awards grants to Governors for the purpose of providing local educational agencies (LEAs), institutions of higher education (IHEs) emergency assistance as a result of the Novel Coronavirus Disease 2019 (COVID - 19).

## How is GEERF reported in the AFR?

- GEERF is reported in KPC 12000; Revenue account code 4590; Column 5 (Special Fund Federal)
- These funds should be reported in the AA0 as well as the secondary fiscal project code CV1



# Elementary & Secondary School Emergency Relief (ESSER I) Fund - 84.425D

## What is ESSERF I?

- Under the ESSER Fund, established in the Coronavirus Aid, Relief & Economic Security Act (CARES Act), the USDOE awarded to State Education Agencies (SEAs) for the purpose of providing local educational agencies (LEAs) with emergency relief funds to address the impact that Novel Coronavirus Disease 2019 (COVID-19) has had, and continue to have, on elementary & secondary schools across the nation.

## How do I report ESSERF I in the AFR?

- ESSERF I is reported in KPC 12000; Revenue account code 4590; Column 5 (Special Fund Federal)
- These funds should be reported in the AA0 as well as the secondary fiscal project code CV2



# Elementary & Secondary School Emergency Relief (ESSER II) Fund - 84.425D

## What is ESSERF II?

- The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA Act) was enacted December 27, 2020. The USDOE awarded these these grants to State Educational Agencies (SEAs) for the purpose of providing local educational agencies (LEAs) including charter schools with emergency relief funds to address the impact that COVID-19 has had and continues to have on elementary and secondary schools across the Nation.

## How do I report ESSERF II in the AFR?

- ESSERF II is reported in KPC 12000; Revenue account code 4590; Column 5 (Special Fund Federal)
- These funds should be reported in the AA0 as well as the secondary fiscal project code CV3



# Elementary & Secondary School Emergency Relief (ESSER III) Fund - 84.425D

## What is ESSERF III?

- On March 11, 2021, the American Rescue Plan (ARP) Act was signed into law. The USDOE awarded these grants to State Educational Agencies (SEAs) for the purpose of providing local educational agencies (LEAs) including charter schools to help safely reopen and sustain the same operation of schools and address the impact of the coronavirus pandemic on the Nation's students.

## How do I report ESSERF III in the AFR?

- ESSERF III is reported in KPC 12000; Revenue account code 4590; Column 5 (Special Fund Federal)
- These funds should be reported in the AA0 as well as the secondary fiscal project code CV4



# Student Activity Funds

## Student Activity Funds (SA1)

- Each school system will be required to report these funds in the most appropriate object codes with the most likely being but not limited to 300 Purchased Professional & Technical Services and 610 Materials
- This data was reported for the first time in FY 20-21 in Key punch code 2560; revenue account code 1760; column 7 (Other Special Funds).
- These funds should be reported in the AA0 as well as the secondary fiscal project code SA1.
- For FY 2021-22, the reporting will remain the same





## ➤ AFR Submission - FY 2021-22 Data Collection





# FY 2021-22 Data Collection

- Data collection process will remain the same during the FY 2021-22 collection period beginning late summer 2022.
- LEADS Portal will remain active during this collection.





## ➤ Post Submission of AFR





# School System Review Process

- Once a school system business manager has pulled and reviewed their PSAR report and notice corrections are needed, a revised AFR should be uploaded via LEADS.
- Once all corrections are made, the school system business manager should pull the AFR checklist and response sheet from the AFR webpage and verify that they have reviewed each item.
- Once all responses have been complete, the signed forms should be returned to [staudit@la.gov](mailto:staudit@la.gov)



# School System Review Process

- Instructions for assessing the Post Submission Audit Report (PSAR) in LEADS can be found at <https://leads13.doe.louisiana.gov/lug/AFR/AFR.htm> (AFR Page in LEADS)

## **AFR LEA Post Submission Review Process**

2020-2021 AFR Review Process - Post Submission Audit Review Instructions for LEAs (PDF)

2020-2021 AFR Review Checklist – City/Parish Systems (PDF)

2020-2021 Response to AFR Checklist – City/Parish Systems (EXCEL)

2020-2021 AFR Review Checklist - Charters, Lab schools & State Agencies (PDF)

2020-2021 Response to AFR Checklist - Charters, Lab Schools & State Agencies (EXCEL)

2020-2021 Special Reporting Certification – City/Parish systems, Charters, Lab Schs & State Agencies (PDF)



# Post Submission Audit Reports

AFR Edit 1: Revenues Violating the Blockout: identifies any revenues that may be reported in a blocked column in AFR. If there is a highlighted item, a correction should be made to reclassify the revenue.

AFR Edit #1: Revenues Violating Blockout						
Keypunch Code and Item Description	Gen Fund	Spec Fed	ESSA Fund	Oth Spec Fd	Debt Svc	Cap Proj Fd
0012000 - i. Other Restricted Grants through State	0	30,059	75,000	0	0	0

AFR Edit 2: Calculated vs. Reported Excess/Deficiency: The excess or deficiency of revenues and Other Sources of Funds minus the sum of Expenditures and Other Uses of Funds should be compared to the amounts reported in KPC 51190. Total Revenues (KPC 15000) plus Other Sources of Funds (KPC 51000) minus Total Expenditures (KPC 50900) plus Other Uses of Funds (KPC 51180). If there are highlighted areas in this section, a correction should be made.

AFR Edit #2: Calculated vs Reported Excess/Deficiency							
	Gen Fund	Spec Fed	ESSA Fund	Oth Spec Fd	Debt Svc	Cap Proj Fd	Total Funds
Calculated Excess/Deficiency	4,880,583	0	0	1,444,944	0	0	6,325,527
Reported Excess/Deficiency (KPC 0051190)	4,880,583	0	0	1,444,944	0	0	6,325,527
Calculated minus Reported	0	0	0	0	0	0	0



# Post Submission Audit Reports

AFR Edit 3: Calculated vs Reported EOY Fund Balance: if fund balances are reported correctly, zeros will be in each column of the spreadsheet. Where numbers appear in the spreadsheet, it indicates that the district has reported something incorrectly. The beginning fund balance (KPC 51195) should always equal the prior year's ending balance. If the school system's reported beginning fund balance (KPC 51195) is not equal to the prior years ending fund balance, LEADS will reject the incorrect beginning fund balance and insert zeros in KPC 51195. Any adjustments should be made in KPC 5195 (Prior Year Adjustment).

AFR Edit #3: Calculated vs Reported EOY Fund Balances								Neg Tran Out
	<u>Gen Fund</u>	<u>Spec Fed</u>	<u>ESSA Fund</u>	<u>Oth Spec Fd</u>	<u>Debt Svc</u>	<u>Cap Proj Fd</u>	<u>Total Funds</u>	
Calculated EOY Fund Balance	31,336,604	0	0	4,708,544	0	0	36,045,148	
Reported EOY Fund Balance (KPC 0051196)	<u>31,336,604</u>	<u>0</u>	<u>0</u>	<u>4,708,544</u>	<u>0</u>	<u>0</u>	<u>36,045,148</u>	
Calculated minus Reported	0	0	0	0	0	0	0	



# Post Submission Audit Reports

AFR Edit 4: Check Internal Math of Reported Fund Balance Records: Compare beginning of year fund balance (KPC 51195) plus reported excess/deficiency (KPC 51190) plus transfer in (KPC 51192) minus transfer out (KPC 51193) plus prior year adjustment (KPC 51195) to reported end of year balance (KPC 51196). ERRORS CAN OCCUR IF BEGINNING FUND BALANCE DOES NOT EQUAL TO PRIOR YEARS ENDING FUND BALANCE.

AFR Edit #4: Check Internal Math of Reported Fund Balance Records								Neg Tran Out
	<u>Gen Fund</u>	<u>Spec Fed</u>	<u>ESSA Fund</u>	<u>Oth Spec Fd</u>	<u>Debt Svc</u>	<u>Cap Proj Fd</u>	<u>Total Funds</u>	
KPC 51190 + 51192 - 51193 + 51194 + 51195	31,336,604	0	0	4,708,544	0	0	36,045,148	
Reported EOY Fund Balance (KPC 0051196)	<u>31,336,604</u>	<u>0</u>	<u>0</u>	<u>4,708,544</u>	<u>0</u>	<u>0</u>	<u>36,045,148</u>	
Mathematical Difference	0	0	0	0	0	0	0	



# Post Submission Audit Reports

AFR Review #1 - Zero Balance Records: Identify all KPC's with zero balances. The business manager should review all keypunch codes reported with a zero balance for accuracy.

AFR Review #1: Identify Zero-Balance Records					
Rcd		Keypunch	Source/		
Type	Item Description	Code	Object	Function	Notes
REV	) Sales/Use Taxes - Court Sett	0000800		1135	
REV	) Sales/Use Taxes Collected Du	0000900		1137	
REV	Other Than LEA's	0001000		1200	
REV	) Excluding Summer School	0001150		1311	
REV	) For Summer School	0001200		1312	
REV	) Outside The State	0001350		1321	
REV	) Within The State	0001450		1330	
REV	) Outside The State	0001500		1331	
REV	From Other Sources	0001550		1390	
REV	From Individuals	0001650		1410	
REV	) Within The State	0001750		1420	
REV	) Outside The State	0001800		1421	
REV	) Within The State	0001900		1430	
REV	) Outside The State	0001950		1431	
REV	From Other Sources	0002000		1440	
REV	Net Change in Fair Value of I	0002150		1530	
REV	Revenue From Enterprise Activ	0002550		1750	
REV	Revenue Excluding Enterprise	0002600		1700	
REV	Revenue From Community Service	0002650		1800	
REV	Gains/Losses on Sale of Capit	0002850		1930	



# Post Submission Audit Reports

AFR Review #2 - Negative Balance Records: Identify all KPC's with zero balances. The business manager should review all keypunch codes reported with a negative balance. If the negative balances are reported correct, an explanation should be provided with responses.

AFR Review #2: Identify Negative-Balance Records											
				(1)=>	Gen Fund/	Spec Fed/	ESSA Fund	Oth Spec /	Debt Serv/	Cap Proj/	Total Funds/
				(2)=>	P-W Rate/	P-W Rev/	Low Rate/	High Rate/	Num Dist	D-W Rev	Tot Adv Rev
				(3)=>	Comb Rate/	Non-Debt/	Debt/	S-T Rev/			
Record Type and Item Description	Keypunch Code	Object	Source/ Function	(4)=>	Beg Bal	Add	Delete	End Bal			
<b>Group Code: 1235 / Central Services</b>											
EXP = Technology-Related Supplies	0046390	615	2840	1	-24,683	0	0	0	0	0	-24,683
<b>Group Code: 1283 / Fund Balance</b>											
FB = ENDITURES AND OTHER USES	0051190			1	2,101,533	0	0	786,430	8,099	-4,742,501	-1,846,439
FB = PRIOR YEAR ADJUSTMENT	0051194			1	0	0	0	792,091	0	-324,523	467,568



# Post Submission Audit Reports

AFR Review #3 - Required Data List: Business Manager should review this report and verify that salary data has been accurately reported. If incorrect data is found during review, a correction should be made to AFR.

AFR Review #3: Required Data List				
Keypunch		KPC		
<u>Code</u>	<u>Description</u>	<u>Total</u>	<u>Notes</u>	
Group Code: 1222 / Instructional Staff Services				
0028475	Director/Supervisors	438,668		
0028905	District Sp. Ed Dir./Supervisors	49,065		
0029345	Director/Supervisors	0		
0029785	Director/Supervisors	58,224		
0030215	Director/Supervisors	0		
0030650	Director/Supervisors	0		
0030865	Director/Super. (e.g., JROTC CO)	0		
0031315	Specialists	0		
0035060	Dir/Super. - Cen. Library Svcs	0		
Group Code: 1223 / School Administration				
0038470	Principals	1,954,049		



# Post Submission Audit Reports

AFR Review #4 - Compare Employee Benefits vs Salaries: This report should be reviewed for accuracy. Salaries with no benefits require an explanation and/or corrections if reported incorrectly.

AFR Review #4: Compare Benefits vs Salaries						
Key Punch			Total Salaries		Benefits	
<u>Code</u>	<u>Description</u>	<u>Object</u>	<u>Function</u>	<u>For Group</u>	<u>Paid</u>	<u>Notes</u>
<b>Group Code: 1232 / Business Services</b>						
0041385	Group Insurance	210	2590	488,171	0	
0041395	FICA	220	2590	488,171	0	
0041405	Medicare	225	2590	488,171	0	
0041420	Louisiana Teachers Retirement	231	2590	488,171	0	
0041430	Louisiana School Emp. Retirement	233	2590	488,171	0	
0041440	Other Retirement	239	2590	488,171	0	
0041450	Unemployment Compensation	250	2590	488,171	0	
0041460	Workmen's Compensation	260	2590	488,171	0	
0041470	Health Benefits (retirees)	270	2590	488,171	0	
0041480	Sick Leave Severance Pay	281	2590	488,171	0	
0041490	Annual Leave Severance Pay	282	2590	488,171	0	
0041500	) Other Employee Benefits	290	2590	488,171	0	



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #1: Comparison of Ad Valorem Taxes Revenue to the Amount Reported in Tax Table IIA. The revenue reported in the revenue section of the AFR should agree to the revenue reported in the tax table. If there is a difference, a correction should be made.

Other AFR Comparisons and Reviews #1: Comparison of Ad Valorem Taxes Revenue to the Amount Reported in Tax Table IIA				
Description	Reported Revenue	Reported Ad Valorem Taxes	Difference (Rev - Taxes)	Notes
Collections Due to TIF (KPC 650 vs (KPC 62200 plus 62300 plus 62600))	\$0	\$0	\$0	
Total Constitutional Taxes (KPC 300 vs 62220)	\$521,392	\$521,392	\$0	
Total Debt Service Taxes (KPC 400 vs 62620)	\$2,308,957	\$2,308,957	\$0	
Total Renewable Taxes (KPC 350 vs 62320)	\$3,112,183	\$3,112,183	\$0	
Up To 1% Collection By Sheriff (KPC 450 vs 62650)	\$187,026	\$187,026	\$0	

This section is not applicable to charter schools.



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #1: Comparison of Current Year Ad Valorem Tax Data with Prior Year Tax Data. This section should be reviewed for accuracy. If there is a difference (difference will be highlighted in yellow) between current year rate and prior year rate, the business manager should submit a copy of the board minutes supporting the current year rates.

<b>Current Year (2020 - 2021)</b>	<b>Parish-wide Rate</b>
62160 Constitutional Tax - Court Settlement	0.00
62180 Constitutional Tax - Penalties & Interest	0.00
62200 Constitutional Tax - Due to TIF	0.00
62220 Other Constitutional Ta	4.28
62260 Renewable Tax - Court Settlement	0.00
62280 Renewable Tax - Penalties & Interest	0.00
62300 Renewable Tax - Due to TIF	0.00
62320 Other Renewable Taxes	5.15

<b>Prior Year (2019 - 2020)</b>	<b>Parish-wide Rate</b>
62160 Constitutional Tax - Court Settlement	0.00
62180 Constitutional Tax - Penalties *& Interest	0.00
62200 Constitutional Tax - Due to TIF	0.00
62220 Other Constitutional Ta	4.28
62260 Renewable Tax - Court Settlement	0.00
62280 Renewable Tax - Penalties & Interest	0.00
62300 Renewable Tax - Due to TIF	0.00
62320 Other Renewable Taxes	5.15

This section is not applicable to charter schools.



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #2: Comparison of Sales Taxes Revenue to the Amount Reported in Tax Table IIB. The revenue reported in the revenue section of the AFR should agree to the revenue reported in the tax table. If there is a difference, a correction should be made.

Other AFR Reviews and Comparisons #2: Comparison of Sales Taxes Revenue to the Amount Reported in Tax Table IIB				
Description	Reported Revenue	Reported Sales Taxes	Difference (Rev - Taxes)	Notes
Debt Service Amount ((KPC 750 plus 800 plus 850 plus 900) vs KPC 63320)	0	0	0	
Non-Debt Service Amount ((KPC 750* plus 800* plus 850* plus 900*) vs KPC 63320)	10,409,520	10,409,520	0	
* Non-Debt Service Amount for KPC 750 & 800 & 850 & 900 = General Funds + Other Special Funds + Capital Project Funds				

This section is not applicable to charter schools.



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #2: Comparison of Current Year Sales/Use Tax Data with Prior Year. This section should be reviewed for accuracy. If there is a difference (difference will be highlighted in yellow) between current year rate and prior year rate, the business manager should submit a copy of the tax referendum.

<b>Current Year (2020 - 2021)</b>	<b>Combined Rate</b>
63150 Sales & Use Taxes - Court Settlement	0.00
63200 Sales & Use Taxes - Penalties and Interest	0.00
63250 Sales & Use Taxes - Due to TIF	0.00
63300 Other Parishwide Sales & Use Ta	3.00
63310 Other District/Ward Sales & Use	.00
63320 Total Sales & Use Taxes	3.00

<b>Prior Year (2019 - 2020)</b>	<b>Combined Rate</b>
63150 Sales & Use Taxes - Court Settlement	0.00
63200 Sales & Use Taxes - Penalties and Interest	0.00
63250 Sales & Use Taxex - Due to TIF	0.00
63300 Parishwide Sales & Use Taxes	3.00
63310 District/Ward Sales & Use Taxes	.00
63320 Total Sales & Use Taxes	3.00

This section is not applicable to charter schools.



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #3: Comparison of Prior Year Ending Balance with Current Year Beginning Balance. The business manager should review and if an area is highlighted in yellow, a correction should be made. If differences are due to rounding, no correction is needed.

Other AFR Reviews and Comparisons #3: Comparison of Prior Year ENDING BALANCE With Current Year BEGINNING BALANCE							
	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Prior Year Ending Balance (2019-2020, KPC 51196)	\$26,456,021	\$0	\$0	\$3,255,372	\$0	\$0	\$29,711,393
Current Year Beginning Balance (2020-2021, KPC 51195)	\$26,456,021	\$0	\$0	\$3,255,372	\$0	\$0	\$29,711,393
Difference (CY Beginning Bal minus PY Ending Bal)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<u>Additional Info:</u>							
Entry in CY for PY Adjustments (2020-2021, KPC 51194)	\$0	\$0	\$0	\$8,228	\$0	\$0	\$8,228



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #4: Comparison of Fund Balance Ending Balance and Balance Sheet Total Fund Balance. The business manager should review and if an area is highlighted in yellow, a correction should be made. If differences are due to rounding, no correction is needed.

Other AFR Reviews and Comparisons #4: Comparison of Fund Balance ENDING BALANCE and Balance Sheet TOTAL FUND BALANCE							
	General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
Current Year Ending Balance (2020-2021, KPC 51196)	\$31,336,604	\$0	\$0	\$4,708,544	\$0	\$0	\$36,045,148
Current Year Fund Balance (2020-2021, KPC 54000)	\$31,336,603	\$0	\$0	\$4,708,544	\$0	\$0	\$36,045,147
Difference (Ending Balance minus Fund Balance)	\$1	\$0	\$0	\$0	\$0	\$0	\$1



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #5: Comparison of Balance Sheet Total Assets and Balance Sheet Total Liabilities and Fund Balance. The business manager should review and if an area is highlighted in yellow, a correction should be made. If differences are due to rounding, no correction is needed.

Other AFR Reviews and Comparisons #5: Comparison of Balance Sheet TOTAL ASSETS and Balance Sheet TOTAL LIABILITIES AND FUND BALANCE							
2020-2021	General Funds	Special Federal Funds	ESSA Fund Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
A. Total Assets (KPC 51690):	\$46,713,887	\$1,234,605	\$8,058,550	\$5,040,964	\$0	\$0	\$61,048,006
B. Liabilities and Fund Balance:							
1. Total Liabilities (KPC 52700):	\$15,377,284	\$1,234,605	\$8,058,550	\$332,420	\$0	\$0	\$25,002,859
2. Total Fund Balance (KPC 54000):	<u>\$31,336,603</u>	<u>\$0</u>	<u>\$0</u>	<u>\$4,708,544</u>	<u>\$0</u>	<u>\$0</u>	<u>\$36,045,147</u>
Total Liabilities and Fund Balance(KPC 55300):	\$46,713,887	\$1,234,605	\$8,058,550	\$5,040,964	\$0	\$0	\$61,048,006
C. Difference (Assets minus Liabilities/Fund Balance):	\$0	\$0	\$0	\$0	\$0	\$0	\$0



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #6: Comparison of Prior Year Ending Balance and Current Year Beginning Balance. The business manager should review and if an area is highlighted in yellow, a correction should be made. If differences are due to rounding, no correction is needed.

Other AFR Reviews and Comparisons #6: Comparison of Prior Year ENDING BALANCE and Current Year BEGINNING BALANCE					
Long Term Debt / Fixed Assets 2020-2021		Ending Balance 06/30/2020	Beginning Balance 07/01/2020	Difference (PY minus CY)	Notes
0064000	BONDED DEBT	\$0	\$0	\$0	
0065000	OTHER LONG-TERM OBLIGATIONS	\$6,976,517	\$6,976,517	\$0	
0067500	VESTED COMPENSATED ABSENCES	\$4,451,093	\$4,451,093	\$0	
0068500	CAPITAL ASSETS	\$89,959,790	\$89,959,790	\$0	
0069100	PERMANENT FUNDS	\$0	\$0	\$0	



# Post Submission Audit Reports

Other AFR Comparisons and Reviews #7: Check Internal Math of Reported Fund Balance Records for Current Year. The business manager should review and if an area is highlighted in yellow, a correction should be made. If differences are due to rounding, no correction is needed.

Other AFR Reviews and Comparisons #7: Check Internal Math of Reported Fund Balance Records for Current Year								
2020-2021		General Funds	Special Federal Funds	ESSA Funds	Other Special Funds	Debt Service Funds	Capital Project Funds	Total Funds
PLUS(+)	51190 Reported Excess/Deficiency	\$4,880,583	\$0	\$0	\$1,444,944	\$0	\$0	\$6,325,527
PLUS(+)	51192 Reported Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MINUS(-)	51193 Reported Transfers Out	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PLUS(+)	51194 Reported Prior Year Adjustments	\$0	\$0	\$0	\$8,228	\$0	\$0	\$8,228
PLUS(+)	51195 Reported Beginning Year Balance	\$26,456,021	\$0	\$0	\$3,255,372	\$0	\$0	\$29,711,393
EQUAL(=)	(calc) Calculated End Of Year Balance	\$31,336,604	\$0	\$0	\$4,708,544	\$0	\$0	\$36,045,148
MINUS(-)	51196 Reported End Of Year Balance	\$31,336,604	\$0	\$0	\$4,708,544	\$0	\$0	\$36,045,148
EQUAL(=)	(calc) Mathematical Difference (if any)	\$0	\$0	\$0	\$0	\$0	\$0	\$0



# Post Submission Audit Reports

AFR Review #3, A-1: Comparison of Prior Year vs Current Year - Details. Business Managers should review and if there is a difference between Current Year and Prior Year, an explanation should be provided to explain the increase/decrease in revenue/expenditures. **This section is not applicable for first year charters as they will not have any prior year data to compare to.**

AFR Review #3, A-1: Comparison of Prior Year vs Current Year - Details (All Fields; Tables I, III, and IV)									
Percent = 20%    Lower Limit = 150000    Upper Limit = 1000000									
	Item	Gen Funds	Special Fed	ESSA Funds	Oth Special	Debt Service	Capital Proj	Total Funds	Notes
KPC=0000750 Type = REV Sales and Use Taxes - s - Gross	Prior Year:	12,357,112	0	0	0	0	0	12,357,112	
	Current Year:	15,776,074	0	0	0	0	0	15,776,074	
	Diff (CY-PY):	3,418,962	0	0	0	0	0	3,418,962	
	% Change:	27.66%	.00%	.00%	.00%	.00%	.00%	27.66%	
KPC=0002560 Type = REV Revenue From Student A ct Activities	Prior Year:	0	0	0	0	0	0	0	
	Current Year:	0	0	0	1,589,747	0	0	1,589,747	
	Diff (CY-PY):	0	0	0	1,589,747	0	0	1,589,747	
	% Change:	.00%	.00%	.00%	[No Prior Yr]	.00%	.00%	[No Prior Yr]	
KPC=0005800 Type = REV LA-4	Prior Year:	0	0	0	721,350	0	0	721,350	
	Current Year:	0	0	0	49,006	0	0	49,006	
	Diff (CY-PY):	0	0	0	-672,344	0	0	-672,344	
	% Change:	.00%	.00%	.00%	-93.20%	.00%	.00%	-93.20%	
KPC=0006250 Type = REV Other Restricted Reven venues	Prior Year:	29,058	0	0	405,864	0	0	434,922	
	Current Year:	50,143	0	0	185,043	0	0	235,186	
	Diff (CY-PY):	21,085	0	0	-220,821	0	0	-199,736	
	% Change:	72.56%	.00%	.00%	-54.40%	.00%	.00%	-45.92%	



# AFR Review Checklist



FY 2020 – 2021 AFR Review Checklist – City/Parish systems

\_\_\_\_\_  
Print School Systems' Name

## Post Submission Audit Review Items:

### Post Submission Audit Report (PSAR) AFR EDITS

Review and verify each item on the Post Submission Audit Report AFR Edits. If corrections in LEADS are needed, resubmit. If there were no action needed, state such next to the item. If additional pages are needed, please use the Response to AFR Review Checklist Form.

\_\_\_\_\_ 1. **Revenues Violating Block Out**

If a Key Punch Code (KPC) appears on this report, then either a correction should be made to reclassify the revenue or an explanation should be provided for the amount that is not reclassified. If you also reported expenditures related to these revenues, they should be reclassified.

\_\_\_\_\_  
**Business Manager/Designee Signature**

\_\_\_\_\_  
**Date**

\*I certify the data is accurate and complete. A signature on this form is required upon each AFR uploads. Please submit this form to State Audit team, [staudit@la.gov](mailto:staudit@la.gov).



# AFR Review Response Sheet



## 2020-2021 AFR Response to Checklist Form - City/Parish Systems

	City/Parish Systems
Edit #1 - Revenues Violating Blockout	
Edit #2 - Calculated vs. Reported Excess/Deficiency (KPC 51190)	
Edit #3 - Calculated vs. Reported Fund Balance	
Edit #4 - Internal Math of Reported Fund Balance Records	
AFR Review #1 - Identify Zero Balance Records	
AFR Review #2 - Identify Negative Balance Records	

Business Manager's Signature and Date: \_\_\_\_\_



# Common AFR Reporting Errors

- Financial data reported for salaries of 100 object codes did not have any amounts posted to its corresponding 200 employee benefits codes
- Negative amounts were reported in KPC 51310 for Cash and Cash Investments
- Transfers of Indirect Cost (KPC 50930) should only be posted for the General Fund column and must equal Indirect Costs (KPC 51120) for the total of Special Fund Federal, Federal ESSA Funds & Other Special Funds Columns
- Balance at beginning of Year (KPC 51195) should always equal the Balance at the End of Year (KPC 51196) from the prior year's AFR for all columns
- Total Fund Balance (KPC 55300) should also equal Balance at the End of the Year KPC 51196) for all columns
- Total Assets (KPC 51690) should always equal Total Liabilities & Fund Equity (KPC 55300) for all columns



## ➤ AFR Ratings





# AFR Ratings

- AFR ratings are based on when the school system have submitted an error free AFR, the school system have submitted ALL required documents to LDOE, and the LDOE audit team have reviewed for accuracy

**The ratings are applied as follows:**

Excellent - complete & clean AFR submitted to LDOE on or before October 31

Good - complete & clean AFR submitted to LDOE between November 1 - November 29

Needs Improvement - complete & clean AFR submitted to LDOE between November 30 - December 29

Unacceptable - complete & clean AFR submitted to LDOE after December 29



# Contact Information

Louisiana Department of  
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1-877-453-2721

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Baton Rouge, LA 70804-9064

Phone: (225) 342-3617

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# Contact Information

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# Technical Support Contact Information

Data Management (LEADS portal issues)

[systemsupport@la.gov](mailto:systemsupport@la.gov)

